



#01-040

TEXAS DEPARTMENT OF HEALTH
AUSTIN TEXAS
INTER-OFFICE

TO: Regional Directors
Directors, Local Health Departments
Directors, Independent WIC Local Agencies
Herman Horn, Chief, Bureau of Regional/Local Health Operations

FROM: Barbara Keir, Director {Original Signed}
Division of Public Health Nutrition and Education
Bureau of Nutrition Services

DATE: March 30, 2001

SUBJECT: Clarification on new breastfeeding policies on breast pumps

Two new breastfeeding policies need to be added to all policy manuals at all clinics:

- BF: 05.0 Delivery of Single-user Electric Breast Pumps, and
- BF: 06.0 Loan of Multi-user Electric Breast Pumps.

These policies are identical to the Guidelines for Issuance of Electric Breast Pumps local agencies have been using since the establishment of the breast pump program.

If you have questions about the policies or issuance of breast pumps, please contact Tracy Erickson, WIC Breastfeeding Coordinator, at (512) 458-7111, ext. 3409 or tracy.erickson@tdh.state.tx.us or Mary Van Eck, Nutrition Education Coordinator, at (512) 458-7111, ext. 3409 or mary.vaneck@tdh.state.tx.us.

attachments

TEXAS WIC PROGRAM

SUBJECT: **DELIVERY OF SINGLE-USER
ELECTRIC BREAST PUMPS**

POLICY NO.: **BF: 05.0**

EFFECTIVE DATE: May 1, 2001

REPLACES POLICY DATED: NEW

REF: 7 CFR §246.14
USDA Policy Memorandum, 99-WIC-73
State Policy

POLICY

The local agency (LA) staff may provide single-user electric breast pumps to WIC participants in need of maintaining their milk supply in special circumstances after the participants milk supply has been well established. LAs are strongly encouraged to assist participants in maintaining their milk supply in these circumstances. LAs who choose to provide single-user breast pumps to WIC participants shall follow the procedures of this policy.

PURPOSE

To enable WIC breastfeeding mothers whose milk supply is already well established to maintain breastfeeding and increase the duration of breastfeeding in special circumstances or when having to return to work or school.

PROCEDURE

- I. LAs who choose to provide single-user electric breast pumps to currently enrolled WIC mothers shall ensure that pumps are available for participants who need help in maintaining their milk supply in the following circumstances:
 - A. for WIC mothers who must be separated from their infant for reasons such as return to work or school, infant/mother hospitalization, or sharing custody of infant
 - B. for WIC mothers of infants with special needs such as cleft lip or palate, Down Syndrome, cardiac problems, cystic fibrosis, PKU, neurological impairment, or other special need as determined by the competent professional authority, Peer Counselor, Lactation Consultant, or WIC Director
 - C. for WIC mothers of multiple infants
 - D. for WIC mothers of infants with physical or neurological impairment such as uncoordinated suck/swallow pattern, weak suck, inability to suck, or inability to latch on to the breast
 - E. for WIC mothers who are having difficulty maintaining adequate milk supply due to infant/mother illness
- II. Before receiving a breast pump, WIC mothers shall be trained by WIC staff on assembly, use, disassembly, cleaning of the breast pump, and handling and storage of expressed breast milk. WIC staff conducting training shall have been previously trained on assembly, use, disassembly, cleaning of breast pump, and handling and storage of expressed breast milk.
- III. WIC participants who will be using the pump shall read, initial the statements, and sign the single-user breast pump release form (form is available from the state agency). If a participant cannot read, the release form shall be read to the participant. The release form shall also be signed by the WIC staff member who conducts the training. The release form shall be distributed as follows:

- A. original in participant file
 - B. copy to participant
- IV. WIC staff shall document shipments received and release information on a single-user breast pump log (log form is available from the state agency) which shall be maintained in a central breast pump file at the LA to be available for audit purposes. The information to be documented shall include date, participant name, Family Identification number (FID), reason for issuance, number of pumps issued and received, and balance on hand.
 - V. Single-user breast pumps should never be used by more than one person.
 - VI. WIC participants reporting a broken or defective breast pump shall return the pump to the clinic before a replacement pump can be issued.
 - VII. Electric breast pumps, collection kits, and other breastfeeding aids shall be stored in a locked area or cabinet. All new pumps and collection kits shall be stored in unopened packaging, as received from the manufacturer.
 - VIII. A single-user breast pump may be issued the same day a multi-user pump is returned if it is determined the WIC participant needs it to maintain milk supply.
 - IX. A WIC participant shall not be issued a single-user breast pump and multi-user breast pump at the same time. The multi-user breastpump shall be returned to the clinic before a single-user pump may be issued.

GUIDELINES

A single-user electric breast pump is not strong enough to establish a mother's milk supply. It should be used for mothers whose milk supply is already well established.

LA# _____

Site# _____

SINGLE-USER BREAST PUMP RELEASE FORM

_____ I have received instruction on assembly, use, disassembly and cleaning of this equipment and the storage and handling of expressed breastmilk.

_____ I understand that WIC Local Agency # _____, its employees, and the Texas Department of Health are NOT responsible for any personal damage caused by the use of this breast pump or WIC staff instruction. I am the only one responsible.

_____ I understand that this breast pump is for my use only. I will not loan this pump to anyone.

_____ I understand that if the pump breaks or malfunctions, I must return the pump to the WIC clinic for replacement or repair.

Print WIC Participant Name

WIC Participant Signature

Date

To be completed by WIC staff:

TRAINED BY: _____ TITLE: _____
Sign Name

DATE ISSUED: _____

Original to Participant File, Copy to Participant

TEXAS WIC PROGRAM

**SUBJECT: LOAN OF MULTI-USER
ELECTRIC BREAST PUMPS**

POLICY NO.: BF: 06.0

EFFECTIVE DATE: May 1, 2001

REPLACES POLICY NO: NEW

REF: 7 CFR §246.14

**USDA FNS WIC Policy Memorandum 99-WIC-73
State Policy**

POLICY

To support breastfeeding women, the local agency (LA) may provide multi-user electric breast pumps to WIC participants who need to establish their milk supply. LAs are strongly encouraged to assist participants in the establishment of their milk supply through the loan of such breast pumps. LAs who choose to provide multi-user breast pumps to WIC participants shall follow the procedures of this policy.

PURPOSE

To enable WIC participants to initiate breastfeeding and increase the duration of breastfeeding in special circumstances.

PROCEDURE

- I. LAs who choose to supply multi-user electric breast pumps for loan to currently enrolled WIC mothers shall ensure that pumps are available for participants who need to establish their milk supply in the following circumstances:
 - A. for WIC mothers who must be separated from their newborn due to infant or mother hospitalization
 - B. for WIC mothers of newborns with special needs such as cleft lip or palate, Down Syndrome, cardiac problems, cystic fibrosis, PKU, neurological impairment, or other special need as determined by the competent professional authority (CPA), peer counselor, lactation consultant, or WIC director
 - C. for WIC mothers of multiple newborns
 - D. for WIC mothers of newborns with physical or neurological impairment such as uncoordinated suck/swallow pattern, weak suck, inability to suck, or inability to latch on to the breast
 - E. for WIC mothers who want to re-lactate
- II. LA staff should determine the mother's need for a collection kit. If the WIC mother did not receive a collection kit in the hospital or received one that is not designed to work with the LA breast pump, a collection kit shall be issued. Collection kits shall not be returned and shall not be reused by other mothers.
- III. Before receiving a pump, WIC mothers shall be trained by LA staff on assembly, use, disassembly, cleaning of the breast pump and collection kit and handling and storage of expressed breast milk. LA staff conducting training shall have been previously trained on assembly, use, disassembly, and cleaning of breast pump and handling and storage of expressed breastmilk.

- IV. WIC participants who will be using the pump shall read, initial each statement, and sign a breast pump loan/release form (form is available from the state agency). If the participant cannot read, the loan/release form shall be read to the participant. The loan/release form shall also be signed by the LA staff member who trains the participant. The release form shall be distributed as follows:
- A. original to participant file
 - B. copy to participant
- V. WIC staff shall document loan information on a multi-user breast pump log which shall be maintained in a central breast pump file at the LA and available for audit purposes (log form is available from the state agency). The information to be documented shall include participant name, Family Identification Number (FID), breast pump number, reason for issuance, date issued, date due, and date returned.
- VI. WIC mothers receiving multi-user electric breast pumps should be single-issued food benefits. Local agencies can double-issue food benefits under extenuating circumstances as approved by the LA WIC director.
- VII. Multi-user electric breast pumps shall be returned when mother/infant separation ends, when baby is latching on to the breast, or when milk supply is established.
- VIII. WIC participants reporting a broken or defective breast pump shall return the pump to the clinic before a replacement pump may be issued.
- IX. Upon return to the clinic, WIC staff shall check the pump case for all parts, plug the pump in to ensure it is in good working order, assess the pump for damage, and clean the pump with a mild bleach solution according to manufacturer's or state agency instructions.
- X. Electric breast pumps, collection kits, and other breastfeeding aids shall be stored in a locked area or cabinet(s). All new pumps and collection kits shall be stored in unopened packaging, as received from the manufacturer.
- XI. Local agencies shall make every effort, to the extent reasonable, practical, and in the best interests of the state to retrieve pumps which are not returned in a timely manner to the clinic. If a pump cannot be retrieved, the State WIC Breastfeeding Coordinator shall be notified.

Local Agency# _____

Site# _____

MULTI-USER BREAST PUMP LOAN/RELEASE FORM

PARTICIPANT'S NAME (Mom): _____

ADDRESS: _____

CITY AND STATE: _____

SSN#: _____ HOME PHONE: _____ WORK PHONE: _____

OTHER CONTACT: _____ PHONE NUMBER _____

BREAST PUMP #: _____

_____ I am currently enrolled in the Texas WIC Program and will continue enrollment by keeping my WIC appointments. Any termination of that enrollment will cancel this agreement.

_____ I understand that it is my responsibility to inform the WIC clinic of any change of address or phone number.

_____ I understand that I am the only one authorized to use this pump. I will not loan this pump to anyone.

_____ I have received instruction on assembly, use, disassembly and cleaning of the breast pump and the storage and handling of expressed breast milk.

_____ I understand that WIC Local Agency #_____, its employees, and the Texas Department of Health are NOT responsible for any personal damage caused by the use of this breast pump. I am the only one responsible.

_____ I understand that it is my responsibility to protect the pump from theft or loss. I will handle the pump with care. I will lock the pump in my car when traveling, either in the trunk or out of site. I will keep the pump in a secure area at home.

_____ I understand that if the pump breaks or malfunctions, I must return the pump to the WIC clinic for replacement or repair.

_____ I understand that this breast pump is the property of the State of Texas WIC Program and as State property, I must return it to the WIC clinic by the due date.

WIC Participant Signature

Date

TRAINED BY: _____
Print Name

TITLE: _____

DATE ISSUED: _____

Original to Participant File, Copy to Participant